



TOWN OF CANMORE POLICY

EFFECTIVE DATE:	August 17, 2010
ADOPTED BY RESOLUTION #:	348-2010
POLICY TITLE:	Towards Zero Waste Events Policy
ASSOCIATED LEGISLATION OR REGULATIONS:	
RELATED DOCUMENTS:	1) Community Events Policy 2) Waste Control Bylaw

POLICY STATEMENT:

Canmore has a long history of hosting public and private events in sport, culture, celebration and recreation. Each event generates waste through its preparation and implementation. Waste can include recyclable materials such as paper, containers and food waste and effort should be taken to divert this valuable resource from landfill.

PURPOSE:

Create a process to:

- Formalize the requirement for Special Events and internal Town events to be a Towards Zero Waste Event; and
- Require events to divert a minimum of 70% waste generated.

DEFINITIONS:

Special Event - An organized activity that is intended to attract the general public; and

1. involves the participation of one or more Town departments; or
2. the rental or use of Town facilities, parks, streets and/or equipment; or
3. may require municipal resources in staff time or funding; and
4. with a minimum of five hundred (500) participants; and
5. where food services are provided; and
6. the event area or event staging area is clearly defined.

Waste Management Plan – An individualized plan developed for each event based on the events size, waste type generated, etc. It will outline how different waste streams will be collected and managed.

RESPONSIBILITIES:

1. Administration (Arts and Culture) will approve individual Special Events through a Community Event Screening Tool.
2. Event producers are required to complete a Waste Management Plan. The Bow Valley Waste Management Commission provides a service that includes assistance in completing the plan.
3. Administration (Public Works) will approve individual Waste Management Plans and Waste Management Final Reports (Schedule A).
4. Administration may refuse future event applications if the minimum waste diversion target is not met.
5. Event producers may appeal any refusal of an application to Council.

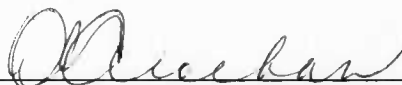
VISION ALIGNMENT:

The Towards Zero Waste Event Policy will align events with the Mining The Future Principles.

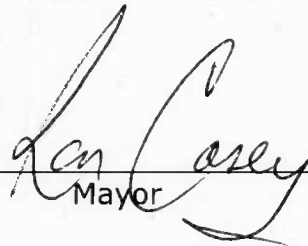
- Identity – Towards Zero Waste Events showcase the community's desire to move towards a sustainable Canmore.
- Social fabric – Towards Zero Waste Events offer opportunities for event organizers and participants to learn the benefits of waste diversion and the 3Rs.
- Economic sustainability – Towards Zero Waste Events reduce the monies required to send waste to landfill, an expense that grows annually through increasing disposal fees.
- Environmental Stewardship – Towards Zero Waste Events move towards sustainability and minimizing their environmental impact.
- Civic Engagement and Leadership – Towards Zero Waste Events demonstrate leadership in waste minimization.

SCHEDULES:

- A. Towards Zero Waste Event Procedure – Waste Management Plan and Waste Management Final Report



Chief Administrative Officer



Mayor

TOWN OF CANMORE

WHERE THERE IS ANY CONFLICT BETWEEN THE POLICIES ADOPTED BY THE TOWN OF CANMORE AND THE POLICIES SET FORTH IN A COLLECTIVE AGREEMENT ADOPTED BY CUPE LOCAL #37, IAFF LOCAL #4705, OR POLICIES SET FORTH IN A STATUTE OF THE PROVINCIAL OR FEDERAL GOVERNMENT, THE COLLECTIVE AGREEMENT OR THE PROVINCIAL OR FEDERAL STATUTE SHALL SUPERCEDE SUCH OTHER POLICIES.

T.M. Registered Trade Mark

SCHEDULE A



Town of Canmore Towards Zero Waste Event Procedure Waste Management Plan & Waste Management Final Report

Towards Zero Waste Event Policy – Reporting Procedure

1. All event producers for a Special Event or internal Town events shall submit a Waste Management Plan with the event application.
2. All events are to achieve a ***minimum 70%*** diversion rate of waste generated.
3. The Waste Management Plan shall be reviewed and accepted by the Town's Public Works prior to approval.
4. Upon completion of the event, the event producers shall submit to the Town's Public Works a Waste Management Final Report.

STEP 1: Waste Management Plan

The Bow Valley Waste's Regional Zero Waste Coordinator is available to help with event specific waste management plans and has a planning tool that can be tailored to each event. The Coordinator can be reached at 403-688-1627 or info@bvwaste.ca.

STEP 2: Waste Management Final Report

Complete the attached Waste Management Final Report and submit to the Town of Canmore for review and approval once the event is complete. The report shall detail the waste diversion results achieved through implementation of the Waste Management Plan (submitted at application).

SCHEDULE A



**Town of Canmore
Towards Zero Waste Event Procedure
Waste Management Final Report**

Event Name: _____

Event Date: _____

A. Waste Diverted	
Product	Weight (kgs)
Cardboard	
Paper (mixed paper, newsprint)	
Mixed Plastics	
Metals	
Returnable Beverage Containers	
Glass	
Organics/Compostables	
Total weight of waste diverted	A
B. Waste Landfilled	
Total weight of waste sent to landfill	B
Total Waste Generated (A + B = C)	C
C. Diversion Rate Calculation	
(Total waste diverted / Total waste generated) x 100% Or (A / C) x 100%	%

Name of Event Producer

Signature